

## **Administrative Practices**

### **INTELLIGENCE COMMUNITY BOARDS, COUNCILS, AND COMMITTEES**

This OI prescribes policy, responsibilities, and procedures for Air Force Intelligence participation on the Military Intelligence Board (MIB); National Foreign Intelligence Board (NFIB); National Foreign Intelligence Council (NFIC); Intelligence Producers Council (IPC); and the Critical Intelligence Problems Committee (CIPC). It applies to AF/IN participation on these boards, councils, and committees and to AFIS participation as concurred in by the Commander, AFIS.

#### **1. Reference Material:**

- a. DIA Ltr, 9 Oct 1961, Establishment of the Military Intelligence Board (MIB).
- b. DCID, 28 Jan 1982, Establishment of National Foreign Intelligence Board (NFIB).
- c. DCID, 28 Jan 1983, Establishment of National Foreign Intelligence Council (NFIC).
- d. DCID, 6 Apr 1983, Establishment of Critical Intelligence Problems Committee (CIPC).
- e. DCID, 30 Mar 1983, Establishment of Intelligence Producers Council (IPC).
- f. INOI 20-3, 7 Aug 1981, Boards, Committees, Panels, Groups & Similar Activities.

**2. Policy of Intelligence Community Boards, Councils, and Committees.** The Assistant Chief of Staff, Intelligence (ACS/I), Deputy Assistant Chief of Staff, Intelligence (DACS/I) or a designated alternate will represent the Air Force.

**3. Responsibilities of the Assistant For Joint Matters (AF/INJ).** AF/INJ is the AF/IN focal point for all MIB, NFIB, NFIC, IPC, and CIPC activities. AF/INJ exercises overall administrative supervision of related activities and designates offices of primary responsibility (OPR) for specific actions (IAW responsibilities identified in paras 4-6). AF/INJ records all ACS/I positions on action papers and registers formal votes with either DIA or the appropriate secretariat.

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**4. Responsibilities of the Directorate of Estimates (AF/INE).** AF/INE is the OPR for developing and staffing ACS/I contributions to National Intelligence Estimates (NIEs); North Atlantic Treaty Organization (NATO) Estimates derived for NIEs; Special National Intelligence Estimates (SNIEs); and Interagency Intelligence Memoranda (IIMs). AF/INE advises the ACS/I on substantive intelligence requirements and shortfalls associated with issues under review by these Intelligence Community groups. Additionally, AF/INE is the primary AF/IN representative at IPC meetings.

**5. Responsibilities of the Directorate of Intelligence Plans and Systems (AF/INY).** AF/INY is the OPR for developing and staffing ACS/I positions on planning, programming, budgeting, and systems-related issues under review by the Intelligence Community. These are provided to the ACS/I IAW para 8. AF/INY provides similar data to AF/INE regarding issues to be considered during IPC meetings. AF/INY also provides a repository for sensitive, compartmented NIEs, SNIEs, and IIMs located in the Pentagon, room 4B137. These are available for loan to appropriately cleared Air Staff personnel.

**6. Responsibilities of the Directorate of Security and Communications Management (AFIS/INS).** AFIS/INS is the OPR for developing and staffing the ACS/I's position and policy on security matters relative to Sensitive Compartmented Information (SCI) administration communications, personnel, and physical security. Also, AFIS/INS distributes sensitive, compartmented papers/estimates (NIEs, SNIEs, IIMs) to the Air Staff according to AF/INE distribution guidance.

**7. Responsibilities of the Administrative Support (AF/INA).** AF/INA distributes collateral NIEs, SNIEs, IIMs and DCIDs according to AF/INE guidance. AF/INA also provides a library of these documents. They are available for loan to appropriately cleared Air Staff personnel (see para 10c). All final collateral NIEs, SNIEs, and IIMs are processed by AF/INA (4C118) and are stamped "DO NOT DESTROY - RETURN TO AF/INA."

**8. Staff Procedures for MIB, NFIB, NFIC, and CIPC Actions:**

**a. Action Papers:**

(1) Action papers include any item which will be discussed as an agenda item at MIB, NFIB, NFIC or CIPC meetings; be voted on by the principals (i.e., ACS/I); require principals to express a position or provide comments to the Director of Central Intelligence (DCI); or be considered "Noted" unless a principal requests other action.

(2) The directorate (identified as OPR by AF/INJ) will identify an action officer, his/her office symbol and telephone number to AF/INJ within 1 workday of receiving an action paper.

(3) The action officer (designated by the OPR):

(a) Prepares a position brief package (in accordance with the format at attachments 1 and 2) for each action paper. Action officers will make every effort to determine the position of other agencies and services regarding the issue(s) under consideration. It is especially important that action officers track those positions and update the ACS/I or the ACS/I's representative, as necessary, right up to the time of the meeting -- either verbally or through a revised position brief. AF/INJ will also be kept informed.

(b) Prepares a 5"x8" card for each issue, containing key points, recommendations, and rationale.

(c) Prepares a 5"x8" card with a short biographical sketch of any briefer making a formal presentation to the MIB, NFIB, NFIC, or CIPC meetings. It should contain a basic outline of the briefer's background and/or qualifications.

(d) Submits position brief, 5"x8" card, and biographical sketch, if appropriate, to the ACS/I through AF/INJ in accordance with the suspense established by AF/INJ.

(e) Attends MIB meetings when directed by the ACS/I. NFIB, NFIC, and CIPC meetings are generally restricted to principals only.

(f) Provides AF/INJ, as soon as possible, "snowflaked" versions of final draft action papers containing proposed AF/IN substantive changes. Notify AF/INJ if these changes cannot be provided prior to scheduled prebriefs with the ACS/I.

(g) Informs action officers in DIA, Army, Navy, Marine Corps, and/or other appropriate organizations when a position of "nonconcurrence" or "parallel text" is to be recommended to the ACS/I. If the Air Force alternate view cannot be tabled at an action officers' meeting prior to a MIB, NFIB, NFIC or CIPC session, and time permits, the action officer provides a copy of the ACS/I dissent or proposed change to appropriate DIA and Service action officers. In addition, provide AF/INJ six copies of the proposed AF/IN change(s) prior to the MIB, NFIB, NFIC or CIPC meeting. These are handed out to the other principals. When advised that another agency plans to dissent, or propose substantive change(s), the action officer includes such details in the position brief package and presents it at the prebrief. All such changes are to be "snowflaked" in the text of the document being considered along with the recommended AF position (with justification) for each change.

(h) Provides AF/INJ a copy of all Daily Information Summaries (DISUM) forwarded to the ACS/I to inform the ACS/I of developments during the preparation of significant NIEs, SNIEs, IIMS or CIPC papers.

b. MIB, NFIB, NFIC, and CIPC sessions are normally preceded by prebriefs to the ACS/I regarding agenda items. Prebriefs presented by the action officers must be precise and succinct, highlighting the background of the issue, identifying the key aspects and points of contention, and proposing recommendations for the ACS/I, along with rationale.

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**9. Staff Procedures for IPC Actions:**

a. IPC tasking is forwarded to AF/INJ as the AF/IN focal point. AF/INJ relays the tasking to AF/INE which, in turn, notifies AF/INJ when the action has been completed.

b. After each IPC meeting, AF/INE promptly prepares an after action report and forwards it to the ACS/I, with an information copy to AF/INJ.

**10. Security Policy:**

a. MIB, NFIB, NFIC, CIPC and IPC documents are distributed only to offices and organizations with a demonstrated need-to-know. AF/INJ is the focal point for internal distribution of such documents.

b. Reproduction of MIB, NFIB, NFIC, and CIPC documents and position briefs, including final NIEs, SNIEs, and IIMs is NOT authorized. This is not intended to prohibit reproduction of drafts for working purposes, as long as proper controls are maintained.

c. One copy of each Sensitive Compartmented Information (SCI) NIE, SNIE, and IIM document is retained in the AF/INJ library located in 4B137. These documents are available for loan to appropriately cleared Air Staff personnel with a demonstrated need-to-know (see para 7).

d. NOTE CAREFULLY: ACS/I approval is required for dissemination of all NIEs and SNIEs. Requests for such approval of collateral NIEs and SNIEs should be forwarded to AF/INJ through AF/INA. Requests for such approval of codeword NIEs and SNIEs should be forwarded to AF/INJ through AFIS/INS. AF/INE is asked to review and validate all such requests and recommend approval or disapproval to the ACS/I.

e. Information extracted from MIB, NFIB, or NFIC documents (i.e. NIE, SNIE, etc) must be paraphrased. No attribution may be made to the specific source, such as in footnotes, quotes, or bibliographies.

OFFICIAL

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2 Atch  
1. Sample Format for Position Brief  
2. Sample Format for Coordination  
Sheet

**SUMMARY OF CHANGES**

This revision changes the title and adds Intelligence Producer Council (IPC) and Critical Intelligence Problems Committee (CIPC), and prescribes the responsibilities and procedures for participation at meetings.

Sample Format for Position Brief

(Classification)

MIB, NFIB, NFIC, CIPC, OR IPC WORKING PAPER  
ACS/INTELLIGENCE, USAFOffice Symbol  
Date

## POSITION BRIEF

## SUBJECT:

1. Issue. Determine and delineate the main thrust of the action paper. State briefly and clearly the main judgments both expressed and implied in the paper under consideration (normally posed as a question).
2. Summary. Start by placing the paper in perspective. Describe briefly what prompted the paper, how the response or action was developed, and what the paper says or does. Make sure the main judgments are addressed and explain any dissents or reservations (proposed changes or footnotes should be attached). The summary must be well organized, concise, and logical.
3. Others' Views. State concisely the positions of other services and interested agencies. Identify areas where other agencies may propose changes or footnotes.
4. Recommendation. State clearly and concisely recommendation(s) as to what action should be taken on the paper and on other agencies proposed changes and footnotes, if any.

Action Officer: Name, office symbol, extension.

(Limit position brief to one page.)

2 Atch

1. Draft NIE (or paper under consideration)
2. List any additional backup documents

(Classification)

Sample Format for Coordination Sheet

## Coordination Sheet

Reference: (SNIE, NIE, MIB, NFIB, NFIC Number  
or Ltr, Rept, etc)

Date of Brief:

Coordination:

AF/( )	<u>Signature</u>	Telephone Ext <u>          </u>	Concurs <u>          </u>
AF/( )	<u>Signature</u>	Telephone Ext <u>          </u>	Concurs <u>          </u>
AF/INJ	<u>Signature</u>	Telephone Ext <u>          </u>	Concurs <u>          </u>
AF/IN	<u>Signature</u>	Telephone Ext <u>          </u>	Concurs <u>          </u>

(NOTE: Do not list the coordination sheet as an attachment.)